

COMPENSATION BOARD DOCKET #19/08

February 27, 2019

307-19-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENTS	2-19-2019 - Officers request to transfer Vacancy Savings to Temporary/Office expense.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	2/5/2019	Vacancy Savings	Temporary	\$58,087.96	\$58,087.96
450	307	Rappahannock Reg Jail	1/23/2019	Vacancy Savings	Temporary	\$503,917.95	\$381,511.40
475	307	Hampton Roads Reg Jail	2/20/2019	Vacancy Savings	Office Exp	\$59,426.35	\$59,426.31
480	307	New River Valley Reg Jail	1/16/2019	Vacancy Savings	Temporary	\$217,681.00	\$121,015.00
485	307	Blue Ridge Reg Jail	2/20/2019	Vacancy Savings	Temporary	\$175,023.68	\$175,023.68
493	307	Middle River Reg Jail	2/20/2019	Vacancy Savings	Temporary	\$18,581.92	\$18,581.92
496	307	RSW Regional Jail	2/22/2019	Vacancy Savings	Temporary	\$74,284.81	\$74,284.81
650	307	Hampton Sheriff	2/1/2019	Vacancy Savings	Office Exp	\$381,755.13	\$184,920.57
710	307	Norfolk Sheriff	2/5/2019	Vacancy Savings	Office Exp	\$199,978.04	\$122,433.73
					Total	\$485,571.41	\$388,905.41

307-19-08: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	CONSENT DOCKET	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	SHERIFF	<p>January 30, 2019 - Officer requests to demote two deputies in positions 00003 and 00037 and reduce the salaries greater than 10%, as an exception to Compensation Board policy.</p> <p>Position 00003, C12, budgeted at \$51,864 would be demoted to position 00029, C10, budgeted at \$42,914, due to unsatisfactory job performance.</p> <p>Position 00037, C12, budgeted at \$54,276, would be demoted to position 00060, C10, budgeted at \$38,914 due to unsatisfactory job performance.</p> <p>Staff notes that the locality salary for position 00029 is currently \$57,482 and would be reduced to \$49,092. The locality salary of position 00037 is currently \$59,362 and would be reduced to \$44,449.</p>		-0-	Approved as an exception to policy, based upon the specific conditions stated by the officer.

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	February 21, 2019 Officers request an exception to the Substitute Prosecutor 60-day, \$500 reimbursement policy. It was an oversight by the approving officers seeking the substitute prosecutors to not submit the reimbursement requests for the prosecutors serving in these cases within 60-days of the conclusion of each case.		\$285.69	Approved as a one-time exception to policy, based upon the specific conditions stated by the officers.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
105	772	Lee County	Sarah Wynn	9/26/2018 to 9/26/2018	Willie Gene Meade, Jr.	\$50.14
065	772	Fluvanna County	Jeffrey W. Haislip	10/11/2018 to 11/9/2018	Jermel D. Barley	\$87.20
157	772	Rappahannock County	Arthur L. Goff	10/18/2018 to 10/18/2018	Winter Leigh Rogers	\$25.18
071	772	Giles County	Robert M. Lilly, Jr.	9/18/2018 to 9/18/2018	Alecia M. Lambert	\$37.06
185	772	Tazewell County	Gordon D. Fraser	7/9/2018 to 7/9/2018	Dwight E. Compton	\$86.11

Total \$285.69

VIRGINIA BEACH CITY	COMMONWEALTH'S ATTORNEY	February 21, 2019 Officer requests an exception to the Substitute Prosecutor 60-day, \$500 reimbursement policy. The substitute prosecutor was not aware of the need to submit expenses once they reached \$500 for an ongoing case. On the third trip for this case the expenditures exceeded \$500.		\$1,001.66	Approved as a one-time exception to policy, based upon the specific conditions stated by the officer.
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FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
810	772	Virginia Beach City	Joseph DiNonno	11/27/2018 to 12/28/2018	Jason Norton	\$1,001.66

Total \$1,001.66

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	<p>January 31, 2019 Officer requests to transfer the remaining vacant salary in the amount of \$22,935.83 from position 00025, ATTI, currently budgeted in the amount of \$55,046, to Temporary funds effective February 1, 2019-June 30, 2019.</p> <p>Due to the position Reallocation Policy, this office must hold one (1) position vacant in FY19; however, vacancy savings from the position held vacant may be transferred to another budget category for expenditure.</p>	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
740	772	Portsmouth City	1/31/19	pos. 00025	ATTI	Temporary	\$55,046	\$55,046	\$22,935.83
		Portsmouth City Total					\$55,046	\$55,046	\$22,935.83

PORTSMOUTH CITY	COMMONWEALTH'S ATTORNEY	January 31, 2019 Officer requests to transfer Vacancy Savings in the amount of \$134,538.91 to Temporary funds.	\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Positions	To Category	Amount Available	Amount Requested
740	772	Portsmouth City	1/31/19	Vacancy Savings	Temporary	\$134,539	\$134,539
		Portsmouth City Total				\$134,539	\$134,539

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	COMMONWEALTH'S ATTORNEY	<p>February 12, 2019 Officer requests to transfer base Temporary funds in the amount of \$7,378 to Permanent Personnel to fund salary increases for the following positions within Compensation Board policy effective February 1, 2019.</p> <p>Position 00002, AAll currently budgeted at \$35,190 to be \$36,950. Position 00004, ATTI currently budgeted at \$57,314 to be \$60,180. Position 00005, ATTI currently budgeted at \$55,046 to be \$57,798.</p> <p>Staff notes this office has one (1) unfunded position. Officer acknowledges that due to budget reductions he currently has 1 unfunded authorized position, and understands that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p>	\$0.00	The Compensation Board approved a transfer of \$7,378 from base Temporary salary funds to effect the salary actions requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's base Temporary salary budget in the current as well as in subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Base Salary	New Base Salary	Amount Requested	Pro-Rated for FY19
051	772	Dickenson County	2/12/19	Temporary	AAll	00002	\$35,190	\$36,950	\$1,760.00	\$733.33
051	772	Dickenson County	2/12/19	Temporary	ATTI	00004	\$57,314	\$60,180	\$2,866.00	\$1,194.17
051	772	Dickenson County	2/12/19	Temporary	ATTI	00005	\$55,046	\$57,798	\$2,752.00	\$1,146.67
									\$7,378.00	\$3,074.17

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	COMMONWEALTH'S ATTORNEY	<p>February 19, 2019 Officer requests to transfer Vacancy Savings in the amount of \$1,830 to equipment to fund the following equipment items.</p> <p>The County of Augusta agrees to fund the difference between the total cost and the stressed cost of the equipment.</p> <p>Officer states, all items do meet the Compensation Board minimum criteria for PCs and laptops.</p> <p>Officer states he understands that reimbursement for approved funds must be claimed for reimbursement no later than the May payroll reimbursement process.</p>	<p>\$800 Total Cost \$473.84 Stressed Cost</p>	<p>Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2019 payroll and expense reimbursement request.</p>

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
015	Augusta County	iPad Pro	1	\$1,500.00	\$1,500.00	1	\$800.00	\$800.00	\$473.84
015	Augusta County	Cover with keyboard	1	\$200.00	\$200.00	0	\$0.00	\$0.00	\$0.00
015	Augusta County	Apple Pencil	1	\$130.00	\$130.00	0	\$0.00	\$0.00	\$0.00
	Augusta County				\$1,830.00		\$800.00	\$800.00	\$473.84

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
AUGUSTA COUNTY	COMMONWEALTH'S ATTORNEY	<p>February 21, 2019 - Officer requests Compensation Board consideration of additional funding in the amount of \$13,248 to increase the salary and classification of position 00001, ATTI with a current budgeted salary of \$56,555, to ATIII at the entry-level salary of the higher pay band of \$69,803, effective February 1, 2018. Officer states that each of his assistant Commonwealth's Attorney positions is funded at the current minimum set by the Board, and this places his office at a distinct disadvantage when it comes to both recruiting and retention of qualified assistants, having lost attorneys to other jurisdictions because of the inability to offer comparable salary. Further, when the office has an open position, the applicant pool suffers in comparison to offices with Attorney III or Attorney IV positions. An increase in salary for this one position will have a substantially stabilizing effect, and will provide equity with other Commonwealth's Attorneys in Virginia.</p> <p>Staff notes this office has 5 assistant Commonwealth's Attorney positions, all funded at the Attorney I level with an average salary of \$56,055, just above the entry-level salary of \$55,046. Augusta County has a population of 75,013, and with only one exception, all offices with populations between 45,000 and 100,000 have at least one or more assistant Commonwealth's Attorney positions allocated at the Attorney III or Attorney IV classification level, as do many offices serving lower populations, enabling the hiring of an experienced or supervisory level prosecutor. A review of historical funding in this office identified that the office was never funded with a higher classified assistant (i.e. no loss of classification level through previous budget reductions or deliberate downward classification action, etc.). Staff also notes this office is due an additional 1.67 assistant Commonwealth's Attorney positions according to workload-based staffing standards.</p>	<p>\$13,248 (annualized) \$5,520 (pro-rated in FY19)</p>	<p>The Compensation Board approved the request of the officer for funding of \$13,248 (annualized; \$5,520 in FY19) to increase the classification of position 00001, ATTI to ATIII, as an exception to policy, based upon the specific conditions stated by the officer, and historical and comparison data provided.</p>

772-19-08: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WAYNESBORO CITY	COMMONWEALTH'S ATTORNEY	February 21, 2019 Officer requests to transfer the remaining vacant salaries of the following positions to Temporary funds effective February 1, 2019-June 30, 2019. Officer does not intend to fill these positions for the remainder of the fiscal year. Position 00005, PA currently budgeted at \$25,422. Position 00007, SEC currently budgeted at \$25,422. Position 00009, ATTI SEC currently budgeted at \$25,422.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
820	772	Waynesboro City	2/21/19	pos. 00005	PA	Temporary	\$25,422	\$25,422	\$10,592.50
820	772	Waynesboro City	2/21/19	pos. 00007	SEC	Temporary	\$25,422	\$25,422	\$10,592.50
820	772	Waynesboro City	2/21/19	pos. 00009	SEC	Temporary	\$25,422	\$25,422	\$10,592.50
		Waynesboro City Total					\$76,266	\$76,266	\$31,777.50

WAYNESBORO CITY	COMMONWEALTH'S ATTORNEY	February 21, 2019 Officer requests to transfer Vacancy Savings in the amount of \$13,452.42 to Temporary funds.		\$0.00	Approved per the Compensation Board's FY19 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Positions	To Category	Amount Available	Amount Requested
820	772	Waynesboro City	2-21-2019	Vacancy Savings	Temporary	\$33,452.42	\$13,452.42
		Waynesboro City Total				\$33,452.42	\$13,452.42

773-19-08: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	CONSENT DOCKET	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENSVILLE COUNTY	CIRCUIT COURT CLERK	<p>February 8, 2019 Acting Officer requests additional Temporary Funding in the amount of \$17,714.33. This is equivalent to the current salary of position 00002 MCDCI in the amount of \$53,143 from March 1, 2019 to June 30, 2019. The election will be held on November 5, 2019.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00002 MCDCI is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.

771-19-08: COMMISSIONERS OF THE REVENUE NONE.

774-19-08: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Russell County	TREASURER	<p>February 5, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$9,322.33. This is equivalent to the current salary of position 00001, DII, budgeted at \$27,967, from March 1, 2019 to June 30, 2019.</p> <p>This request for “additional” funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board’s Interpretation of §24.2-226 and 228 is that position 00001, DII is not vacant during the period in which I am the Acting Treasurer. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
Montgomery County	TREASURER	<p>February 6, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$26,387.50. This is equivalent to the current salary of position 00008, MCD3, budgeted at \$63,330.00, from February 1, 2019 to June 30, 2019.</p> <p>This request for “additional” funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board’s Interpretation of §24.2-226 and 228 is that position 00008, MCD3 is not vacant during the period in which I am the Acting Treasurer. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
Buchanan County	TREASURER	<p>February 7, 2019 – Acting Officer requests additional Temporary Funding in the amount of \$16,056.25. This is equivalent to the current salary of position 00005, MDIV, budgeted at \$38,535.00 from February 1, 2019 to June 30, 2019.</p> <p>This request for “additional” funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board’s Interpretation of §24.2-226 and 228 is that position 00005, DII is not vacant during the period in which I am the Acting Treasurer. Consequently, funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #19/07.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, March 27, 2019 at 10:00 a.m. and Wednesday, April 24, 2019 at 10:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 11, 2019 at 10:00 a.m. at the Compensation Board Offices.	N/A	The Compensation Board changed the meeting time for the Budget Hearing from 10:00 a.m. to 11:00 a.m. on Thursday, April 11, 2019.
4.	FY20 LIABILITY PROGRAM PREMIUMS	COMPENSATION BOARD	Staff presents information from the Division of Risk Management, Department of Treasury regarding FY20 VaRisk Liability program premium amounts for discussion and approval of premium allocation.	N/A	Premium amounts approved for FY20 based upon a required \$1M (+9.75%) increase to the overall program premium, with individual office changes based upon methodology focusing on claims history, tempered by a 40% cap around the overall premium increase to provide stability (rate changes range from -30.25% to +49.75% over FY19 rates).
5.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held at the Virginia Crossings Hotel and Conference Center in Glen Allen, Virginia, on April 9-10, 2019. There are 80 attendees registered.	N/A	Noted.
6.	TECHNOLOGY TRUST FUND COLLECTIONS & BUDGETING	COMPENSATION BOARD	<p>Collections: FY19 year-to-date collections for July through January totaled \$3,627,130.33, a decrease of 7.04% compared to the same period in FY18.</p> <p>Expenditures: FY19 year-to-date Clerk's expenditures through 1/25/19, totaled \$2,089,671.26 or 32.23% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY19 TTF total collections would be approximately \$6.20 million, a decrease of 6.38% compared to FY18 collections.</p>	N/A	Noted.

CLOSED MEETING
COMPENSATION BOARD DOCKET #19/08
February 27, 2019

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: February 27, 2019
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)

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